King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 3 **Safety and Emergency Procedures**	
3.02.025, Duty to Warn	Approved By:	Director Allen Nance
	Effective Date:	May 25, 2023
	Reviewed By:	PRC
Distribution: **PUBLIC**	Review Date:	May 10, 2023

Purpose
To require staff to report credible threats made towards other persons by inmates/detained youths.

Policy
It is the policy of this Department to ensure that those individuals threatened by inmates/detained youths are warned of the threat.

References

King County:	Victim Information and Notification Everyday (VINE) Program (https://www.vinelink.com)
Department Policies:	1.01.012, Release of Information 1.03.008, Employee Code of Conduct 6.02.002, Inmate Disciplinary System YMP-13.000-2022, Behavior Management and Support Systems
Department Forms:	Officer's Report Supervisor's Incident Report

Definitions
All staff: Those employees who have contact with inmates/detained youth, including but not limited to:
1. DAJD uniformed staff.
2. DAJD non-uniformed staff.
3. All other employees, staff, vendors, contracted workers or volunteers working within a DAJD facility.

Credible threat: A specific threat made towards a specific and identifiable person(s) that presents a real danger of harm to that person(s).
Victim Information and Notification Everyday (VINE) program: A fully automated information and notification service that is regularly updated and notifies registered users, via telephone, of a change in an inmate's custody status.

A. Procedure For Staff Hearing Credible Threats:
1. It is the responsibility of **all staff members** who hear a credible threat made against another person by an inmate/detained youth to:

a. Immediately contact the Duty Sergeant, On-Duty Supervisor or their immediate supervisor.
b. The staff member hearing the threat will infract the inmate, following Department policy 6.02.002, Inmate Disciplinary System or address the making of the threat through the use of a Behavior Response following policy YMP-13.000-2022.
c. Prepare an Officer's Report with the following information:
    1) Name and Booking Arrest (B/A) number or Universal Control Number (UCN) of the inmate/detained youth making the threats.
    2) The identity of the person being threatened.
    3) The specific threat made by the inmate/detained youth.
    4) Any other useful information.
d. Forward copies of the Officer's Report to the Duty Sergeant, On-Duty Supervisor or their immediate supervisor.

2. The **Duty Sergeant** or **On-Duty Supervisor** shall:
    a. Prepare a Supervisor's Incident Report.
    b. Ensure all pertinent information is entered as a shift note in the Roster Management System.
    c. As soon as possible, make reasonable but repeated (if needed) efforts to contact the person(s) being threatened and notify them of:
        1) The name and B/A Number or UCN of the inmate/detained youth making the threats.
        2) The specifics of the threat(s).
        3) The link to the VINELink website (https://www.vinelink.com/#what-is-vine), if applicable.
        4) The telephone number of the Special Investigations Unit (SIU) Sergeant, who will be their contact within the Department.
    d. If DAJD elects to rely on a law enforcement agency to notify the threatened person(s), DAJD shall follow up with the law enforcement agency to confirm that a reasonable effort has been made to contact the person(s).
    e. At the Adult Division:
        1) If the inmate is in psychiatric housing, notify a Psychiatric Evaluation Specialist (PES) of:
            a) Name and B/A or UCN of the inmate making the threats.
            b) The nature of the threat.
            c) Whether or not contact was made with the person(s) being threatened (as outlined in Section C, above).
        2) Contact a Classification Program Specialist and the Commitments Office to have any appropriate subject or classification notes added to the inmate's paper or computerized jail records.
    f. At the Juvenile Division only:
        1) Notify the detained youth's Juvenile Probation Counselor.
        2) Notify the Restorative Justice Coordinator to have any appropriate subject or classification notes added to the detained youth's paper or computerized jail records.
        3) Upon the detained youth's release, the On-Duty Supervisor will notify the Officer of the Day, Division Director, Division Deputy Director and Chief of Operations of the detained youth's release.

g. The Duty Sergeant or On-Duty Supervisor will notify the inmate's/detained youth's assigned prosecuting and defense attorneys, and SIU of the actual threat reported.
h. Notify the SIU Sergeant of:
   1) The name and B/A or UCN of the inmate/detained youth making the threats.
   2) The name of the person being threatened.
   3) If known, the telephone number and address of the person being threatened.
   4) Whether or not contact was made as outlined in Section C, above.
i. The Director or designee will send a certified letter to the victim's last known address.

3. The **SIU Sergeant** shall:
   a. Coordinate with outside agencies, if necessary.
   b. If the notification required above in Section 2c hasn't been completed, continue to attempt to follow-up with any threatened person, as necessary.
   c. Ensure that appropriate documentation has been completed and complete any documentation that has not been completed.
   d. Determine if an Officer Safety Bulletin should be requested for entry into WACIC by the King County Sheriff's Office.

B. Members of the Public Reporting Being Threatened By Inmates/Detained Youths:

Any staff member receiving information from a member of the public reporting that an inmate/detained youth has threatened him or her, shall:

a. Listen patiently to the information being provided.
b. If necessary, assist the complainant with identifying the inmate/detained youth making the threats following Department policy 1.01.012, Release of Information.
c. At the Adult Division, refer the complainant to the VINE program website (https://www.vinelink.com/#what-is-vine).
d. Explain the procedures for them to follow to have their phone number(s) blocked from being able to be dialed from inmate phones within the Department.
e. Encourage the complainant to contact his or her local police agency and report the threat.
f. Prepare an Officer's Report with the following information:
   1) Name and B/A number or UCN of the inmate/detained youth making the threats.
   2) Name of the person(s) being threatened.
   3) The nature of the threat.
   4) Any other useful information.
g. Forward the Officer's Report to the Duty Sergeant or the On-Duty supervisor.
h. The Shift Commander or On-Duty Supervisor receiving the Officer's Report shall:
   1) Contact a Classification Program Specialist (Adult Division) or the Restorative Justice Coordinator (Juvenile Division) to have any appropriate subject or classification notes added to the inmate's/detained youth's paper or computerized jail records.
   2) Designate a Duty Sergeant or other staff member to follow up with the inmate making the threatening statements.